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ABSTRACT

Written for women by a career counselor, this resource guide provides proven job-search tips and teaches women about their personal job power. Its 80 job bites are divided into 10 chapters: "Choosing a Career & Evaluating a Job"; "Learn To Be an Assertive Woman at the Workplace"; "Portfolios, Resumes, Cover Letters, and Thank You Notes"; "Knowing Yourself, Job Skills, & Interviews"; "Knowing Workplace Laws Will Empower You"; "Choices/Changes in the Workplace and Women's Work"; "Making a Positive Impression Know Where to Find Job Information and Resources"; "How to Keep Your Job & Be Promoted"; and "Knowledge About the Past Empowers Women for the Future." Each job bite provides information or knowledge about a proven job-search tip. Topics include the following: career mapping; employment evaluation; personality profiles; learning styles; occupational clusters; manage your mouth; flex your brain muscle; power of a problem-solver; stress busters; portfolio with personality; resume writing; cyber resumes; cover letters; applications; interview etiquette; employment laws; family matters; sexual harassment; mature workers; nontraditional occupations; female-owned businesses; working moms are role models; create an image; job targeting; tools to use for job hunting; employment resources; telecommunication tools; network wheels; getting along with co-workers; the promotable woman; job satisfaction; and conflict solvers. (YLB)

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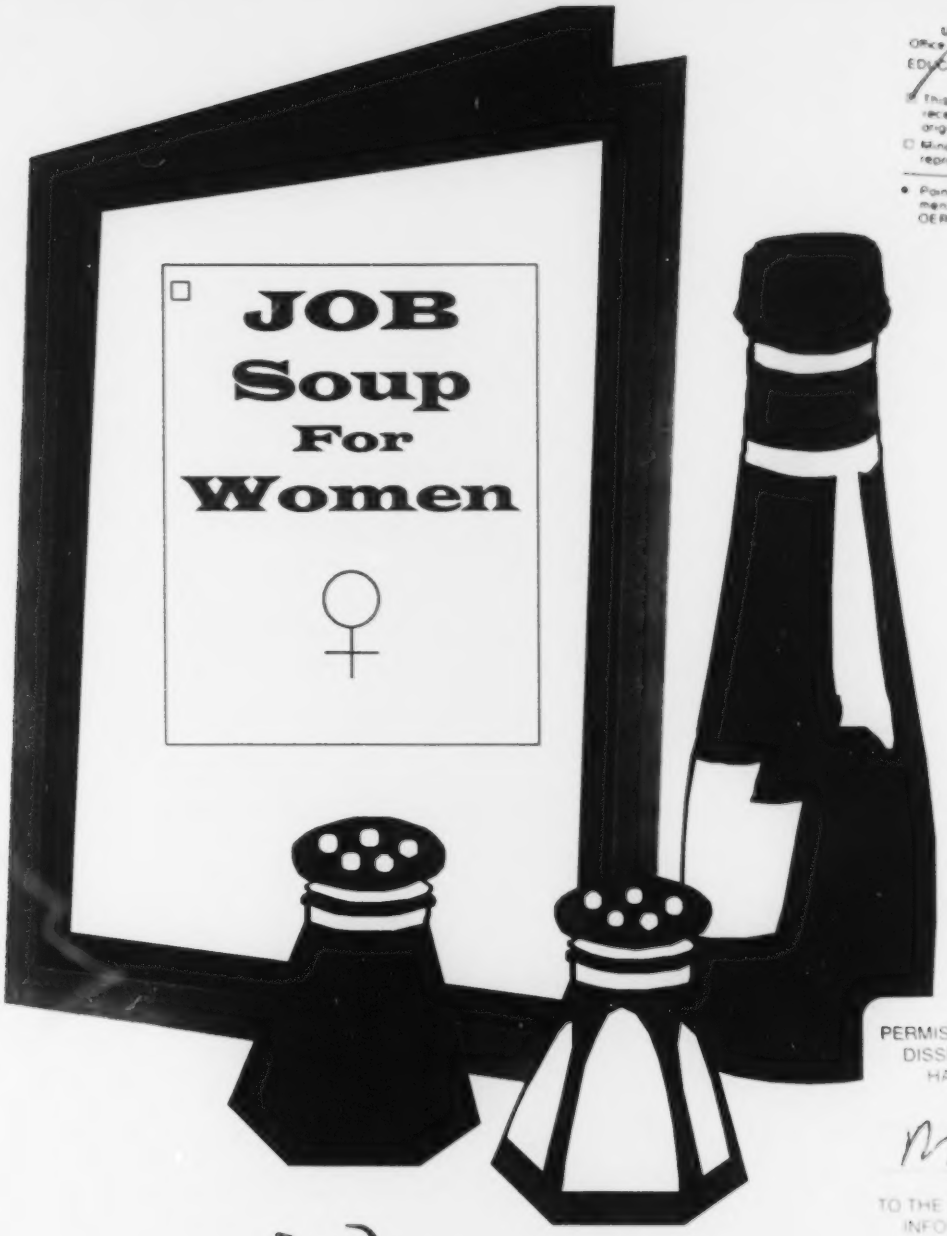

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

Daily Special

Career and Employment Tips

Melissa Martin-JOB Coach

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Introduction

*"**JOB** Soup for Women, 80 JOB Bites You Can Sink Your Teeth Into"* was written for women by a woman. Careers and employment for our gender continues to change, expand, grow, and gets better and better! I think about the stories told by my grandmother. She was economically forced to temporary give her three children to relatives so she could pick vegetables to earn money after her husband abandoned her.

I dedicate this resource guide to the courageous women of history who helped females gain the right to vote. I dedicate this resource guide to our daughters of the twentieth century who are reaping career and job benefits from our perseverance, commitment, motivation, and accomplishments. I dedicate this guide to women of the future who will continual to strive for equality in the world of work.

I am glad God created me to be a woman! As a woman, I find the world of work to be an exciting and a fulfilling place to be. At times it's a place of confusion and frustration but always a place of choices and personal power. By choices I mean the choosing of my attitude, thoughts, behaviors, reactions, and emotions. I am thankful for the opportunity to work whether it's cleaning toilets or writing a series of books.

My purpose for ***JOB** Soup for Women* is to **empower, enlighten**, **educate**, and **encourage** you. Education and factual knowledge are two *keys* that will change you and empower you if you absorb them like a sponge.

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"When you leave this school, your first order of business should be to equip yourself to be independent, self-supporting and in control of your own destiny. Learn a skill, so you will never have to ask your mother or your father or your husband or your boyfriend—or heaven forbid, your government—to take care of you."
Abigail Van Buren

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Chapter One

Choosing a Career & Evaluating a Job

W.O.W.
The World of Work

JOB Bite #1 Be a C.E.O. Woman!

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JOB Bite #3 Family Career Tree

JOB Bite #4 Career Mapping

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People think that at the top there isn't much room. They tend to think of it as an Everest. My message is that there is tons of room at the top.

Margaret Thatcher

JOB Bite #1

Be a C.E.O. Woman!

A **C.E.O.** woman recognizes her:

➥Choices
Where you are right now in your career or job is a result of your choices. Yes, sometimes life throws us a lemon and we experience circumstances out of our range of control [you're downsized or injured at the workplace] but we choose our own attitudes, words, behaviors, and reactions.

➥Empowerment
Put the "P" word in your job vocabulary---Perseverance! Per-se-ve'rans, n. Act or habit of continued diligence. How? Think it, say it, study it, believe it, write it, plan it, and do it.

➥Opportunities
Open your eyes and mind to the doors of opportunities. Which door opens your future?

- ➡ on-the-job training
- ➡ owning a business
- ➡ college
- ➡ military
- ➡ vocational school
- ➡ apprenticeships
- ➡ homemaker

Source: Webster's Dictionary

JOB Bite #2

Light Your Career Match

Investigate the qualities that make you "YOU" before you strike. The first step is self-assessment. Grab a pen/paper and answer these questions:

What type of career sparks my passion?
What do I most enjoy doing?
What can I do?
What are my likes dislikes?
What are my personality traits?
What are my talents and abilities?
What motivates me to go to work every day?
What are my job skills, training, and education?
What are my strengths and weaknesses?
Do I like to work with people, machines, or data?
Pour another cup of coffee and read on to find your answers to these questions…

JOB Bite #3

Family Career Tree

Purpose: To understand your past, to enjoy the present, and to change your future.

Directions: Make a list of your family members from the past 3 generations. List the careers/job of males and females. Look for patterns of the same employment types and label white and blue-collar workers, college careers, housewives, military, etc.

Ask yourself:

1. Did I choose my job/career because of my family's employment history and influence?
2. Do I want a different type of career/employment for my future?

People often follow in the family's footsteps without realizing this fact. There are advantages and disadvantages to this learned pattern. The point is---in today's world of work, women have many more options than their grandmothers did. What do you want?

Career	Job
⇨field of employment you've chosen	⇨specific agreement with an employer
⇨what you are trained to do	⇨what you are paid to do
⇨your career stays with you	⇨you leave a job at the end of the day

The terms 'careers' and 'jobs' have different meanings. A career is your preparation to do a certain kind of work. Choose your career as carefully as you choose your marriage partner!

JOB Bite #4

Career Mapping

A road map gets you where you are going. Did you ever take a trip without first finding directions? What happened? So goes your career.

1. Define your career goals. Find a target before you aim or you'll miss the bullseye. If you shoot at nothing—you'll miss everything. If you shoot at everything—you'll be an expert job-hopper.
2. Set short-term and long-term job objectives and goals. I now work Monday through Friday with weekends and holidays off but it's because I paid my dues over the years by patiently climbing the career ladder and gaining work experience. Often, we want fast-food careers with quick results, prestigious benefits, and big money before we've paid the piper.
3. List detailed steps for achieving your career/employment goals. Use the 4w's + 1h formula: what, when, where, who and how.

JOB Bite #5

Clues to Solve the Career Mystery

Elementary, my dear Watson! Action is required to put your career puzzle together. The key is to try the pieces first to see if they fit.

1. Try job shadowing, it's trial employment. Drive the car before your buy it! Actually follow and observe an employee around for a week to gain firsthand knowledge about job duties, requirements, and necessary skills/training.

2. Try part-time volunteer work for a few months at the company or nonprofit organization that resembles the career you want.

3. Try informational interviews. Talk to employees who work where you want to work and do what you want to do. Ask about their likes and dislikes of the job.

4. Visit a career/vocational counselor to discuss career planning, self-assessment, personality and aptitude indicator surveys, resource guides and other tools.

5. Visit public or university libraries to research the job world, labor market information, the Internet, and resource guides.

JOB Bite #6

Career Roadblocks

Make a list of your barriers/obstacles to your dream career/job.

- transportation
- childcare
- lack of training
- lack of education
- lack of self-confidence
- fear of change
- fear of failure
- fear of success
- low reading level
- no high school diploma
- alcohol/drug addiction
- depression/anxiety
- abusive husband/boyfriend
- health problems
- poor anger management
- lack of job resources/information

What can you do?

1. Travel around and find an alternative route to get to your destination. [Look at options.]
2. Call a travel agent [career counselor] and ask for directions [help].
3. Try to drive over the roadblock. [Ignore job barriers.]
4. Try to drive through the roadblock. [Allowing emotions to guide you instead of facts.]
5. Go home, give up, and travel no more. [Stop job-hunting]

Try Triple AAA

Admit there is a roadblock.
Accept responsibility for finding solutions.
Actively look at different options and problem-solving methods.

JOB Bite #7

The "EE" Factor-Employment Evaluation:

[Find out the following information before you accept a job offer.]

job duties	[Will you receive training and how much training?]
job location	[How will you travel to the job?]
probation	[Is there a 30, 60, or 90 day probationary period?]
hours	[Will you work days, evenings, weekends, shifts, holidays?]
salary	[Are you paid hourly, over-time, holiday pay, bonuses?]
wages	[Is the pay rate fair and equitable to similar companies?]
stability	[Is your position grant funded and for how long?]
full-time or part-time	[Are the hours flexible?]
benefits	[Is there medical coverage, sick days, vacation, retirement plan?]
benefits	[When does medical coverage start?]
advancement opportunities	[Are promotions available for your job description?]
tuition for college	[How much do they pay and what courses can you take?]
workshops	[How many training workshops are offered each year?]
pace of work	[Is the pace fast, medium, slow, etc.?]
physical labor	[Do you have to lift heavy objects?]
stress level	[Is this a high/low stress position?]
union/nonunion	[Are you required to pay union dues?]
evaluations	[How are you evaluated for raises and how often?]
work environment	[Do you have an office, cubicle, or desk, etc.?]
job responsibilities	[What level of responsibility will you have?]
coworkers	[Will you work alone, with a team, or both?]
supervisors	[How many supervisors will you have?]
employees	[Are staff members involved in major decisions?]
lunch and breaks	[How long and when?]
dress code	[What do you wear?]
job travel	[Do they pay for mileage/hotels and is there a company car ?]
childcare	[Do they have a daycare at the workplace?]
family friendly	[Do they provide special events for employees with children?]
personality	[Does the job fit your personality traits, interests and strengths?]
values	[Are there any value conflicts]
career goals	[Does this job fit into your career plan?]

Employers understand that you will need time to consider a job offer and discuss it with your family. Do not accept the job if it doesn't fit. You will be miserable and soon quit and the employer will lose the money it cost to train you. Many motivated job seekers are fired because they were mismatched to the job. Identify the jobs you do not want to do and search elsewhere.

JOB Bite #8

Look At Your 'Tudes!

Your attitude is the first and last thing an employer will notice about you. A positive attitude can get you hired while a negative attitude can get you fired. Your outer-tude is what spills out from your inner-tude.

At°ti°tude-n. 1. A state of mind. 2. A manner of acting, thinking, or feeling that shows that state of mind. Source used: Webster's Dictionary.

Your job-a-tude is what you think and feel about the job search, employers, job duties and how you act and react to the workplace environment. A bad-a-tude and a what-can-you-do-for-me attitude towards the job world will keep you unemployed.

The most effective key to changing a negative attitude is to know that your attitude is a choice and only you have the power to change it. Short-term counseling may be needed to identify the root causes of your problem attitude.

P.A.C.E. yourself because a **P**ositive **A**ttitude **C**hanges **E**verything!

JOB Bite #9

The Value of Your Values

Take a sheet of paper and list your ten most important values. From your list of ten values, choose five and put them in order from most to least important. Examples of values:

★family time	★education	★integrity
★religion	★recognition	★financial prosperity
★job security	★helping others	★achievement

Conflicts in compromising your value system at work can cause major stress and job-related problems. If you place top priority on spending evenings and weekends with your husband and children then do not accept a job with excessive long-distance traveling.

List your top three priorities in life. Do they fit into your career/job? If not, what do you need to change?

JOB Bite #10

Personality Profiles

Does your personality fit your career/job? Does your job fit your personality? Personality is one of the most overlooked factors for employment assessment. You can learn job skills but your personality is set in stone. Personality comes along for the ride while you are being formed in the womb. Personality traits are what make you **"YOU".** These traits include:

assertiveness	gentle	dependable	analytical
independence	optimistic	consistent	perfectionist
competitiveness	cheerful	tolerant	quiet
boldness	reserved	organized	outgoing
cooperative	serious	flexible	humorous

There are 4 identified personality patterns. How are you wired? I recommend a personality/temperament profile/survey for job seekers. Learning about your personality traits is a key to empowerment and you will better understand the behaviors of your coworkers and supervisors.

A. Try the DISC Personal Profile System from Carlson Learning Company. You will answer questions, score the results, and then read a handout about your personality type.

B. Schedule an appointment with a career counselor to take the Myers-Briggs Personality Inventory. This instrument is scored and interpreted by a licensed counselor. Inquire about the cost of this service and the counseling session.

C. Employment agencies, college career centers, temporary job placement agencies may offer personality profiles at no cost. Inquire about group seminars for this service.

Be yourself in the world of work. Be true to your personality type. You are unique. You were created with special personality traits in order to do certain types of jobs. My traits include being assertive, independent, leadership qualities, organized, and opinionated. These traits serve me well in my career as a counselor, instructor, job trainer, and writer. But if I allow these traits to be used to the extreme then I would misuse power and be pushy and obnoxious.

How long would you wear a pair of shoes that were too little or big? Not very long. How long would you work at a job that didn't fit your personality traits?

JOB Bite #11

Learning Styles

We learn by using our 5 senses: sight [eyes], hearing [ears], smelling [nose], speaking/tasting [mouth/taste buds], touching [hands/body].

There are many different learning styles:

1. Visual: Learn best by viewing pictures, videos, graphs, charts, and reading.
2. Auditory: Learn best by listening and hearing directions.
3. Hands-on: Learn best by doing.
4. Verbal: Learn best by talking, explaining, and participating.

There is no "best" way to learn. There is the best way for you to learn, which is a combination of learning styles with one style that is usually dominant. Knowing your learning style will serve you well in the world of work.

We remember:
10% of what we read
20% of what we hear
30% of what we see
50% what we see and hear
80% of what we say
90% of what we say and do

JOB Bite #12

Occupational Clusters

Is this anything like peanut clusters? Same principle—different taste. What are your career interests? John Holland, a career expert, identified six basic people/work environments. Pick the two categories that fit you.

1	Artistic	enjoys creative activities, art, music, writing, entertainment
	Occupations	artist, musician, actor, author, interior decorator
2	Conventional	enjoys working with numbers, data, computers
	Occupations	accountant, office worker, computer operator, bookkeeper
3	Enterprising	enjoys leading, managing, selling, power, status
	Occupations	manager, salesperson, business executive, realtor
4	Investigative	enjoys problem-solving tasks, analytical, evaluating
	Occupations	engineer, physicist, biologist, chemist
5	Realistic	enjoys physical tasks, operating machines and equipment
	Occupations	construction, farmer, forest ranger, factories, plumber
6	Social	enjoys helping, serving, teaching, supporting
	Occupations	teacher, social worker, counselor, pastor, nurse, missionary

This system is another tool used to help job-hunters match their interests to employment.

Chapter Two

Learn to Be an Assertive Woman at the Workplace

Personal Job Power

JOB Bite #13 Ten Commandments of Personal Power

JOB Bite #14 Manage Your Mouth

JOB Bite #15 Flex Your Brain Muscle

JOB Bite #16 Talk Soup [Power Messages]

JOB Bite #17 Power of a Problem-Solver

JOB Bite #18 Stress Busters for Women

JOB Bite #19 When Clinical Depression Goes to Work

People call me a feminist whenever I express sentiments that differentiate me from a doormat or a prostitute.

Rebecca West

JOB Bite #13

The Ten Commandments of Personal Job Power

I. Thou shall know you have choices for any job situation and sometimes it may be a choice of attitude, acceptance, or finding another workplace.

II. Thou shall practice being an assertive woman by speaking your own opinions without hurting others in the process.

III. Thou shall not use victim language by blaming others for your reactions to job-related problems and will instead practice positive self-talk.

IV. Thou shall vote at the polls in honor of the 19th amendment.

V. Thou shall set yearly short-term and long-term career goals.

VI. Thou shall use problem-solving methods and decision–making skills.

VII. Thou shall be flexible and adjust to changes at the workplace without excessive complaining.

VIII. Thou shall strive for balance between work and family.

IX. Thou shall consistently practice time management and organizational techniques.

X. Thou shall seek resources and information for help when needed because knowledge is power and putting knowledge into practice is more power.

JOB Bite #14

Manage Your Mouth

Is your mouth an asset or a liability? Are your like:

- ☐ Tangent Tina: [going off on issues that don't go your way]
- ☐ Know-it-all Kate [commenting on every comment]
- ☐ Gossip Greta [the jabber jaws of the workplace]

Verbal communication skills are essential in the work environment. Words are powerful with the ability to hurt or heal. The good book says that life and death are in the power of the tongue.

10 Techniques To Tie Your Tongue

1. Never say anything your wouldn't write and sign your name to.
2. Take 5 deep breaths before you speak about an emotional issue.
3. Use "I" statements and rarely use "YOU" statements.
4. State facts and not feelings.
5. Excuse yourself and go to the bathroom to rethink when you feel your pulse increase, and your teeth clench, etc.
6. Don't comment on topics that are triggers for you. [Triggers are issues that produce extreme emotional explosions.]
7. Don't mirror the other person's emotions of anger or frustration.
8. Listen and don't interrupt, then speak your opinion.
9. Silently talk to yourself, "Calm down, breath, relax."
10. Stick a piece of tape on your lips. The humor may break up the tension.

JOB Bite #15

Flex Your Brain Muscle

Use your brainpower when job-hunting. It's the most powerful tool you'll ever own. Self-talk begins in your brain cells.

- ☐ Instead of thinking "unemployed person", try thinking "job-seeker" and "job-finder".
- ☐ Visualize the job you want and see yourself accepting the job offer.
- ☐ Tell yourself: "I am the right person for this job".

Positive thinking is contagious and admired by others. Read books about the job search and the labor market to further increase brain activity.

JOB Bite #16

Talk Soup-Power Messages

Ask yourself:
- ⌘ "Do you use assertive language?" [I can, I will, I will do my best]
- ⌘ "Are there power words in your vocabulary?" [time-saver, results oriented]
- ⌘ "Do you send power messages?" [I'm capable, I'm a communicator, I'm a team player]

There are 3 types of communication at the workplace:
- verbal [words, tone, pitch, intensity, vocabulary, accents]
- nonverbal [facial expressions, body language, posture, appearance, hand gestures]
- written [spelling, grammar, clarity of ideas, punctuation]

Communication starts on inside before it is displayed on the outside. What is your inner dialogue? How you talk to yourself determines how you talk to others. The words we use project how we see ourselves. [I talk to myself, I listen to myself, and I act on my self-talk] Women can change how they see themselves by changing how they talk to themselves.

Are you like:

Aggressive Alice	[speaks with elevated voice tones, blames others, uses negative words, offensive posture, points her figure, frowns a lot]
Passive Polly	[rarely speaks up, no eye contact, blank facial expressions]
Assertive Ann	[smiles a lot, uses eye contact, uses appropriate hand gestures when making important points, nods head when in agreement, etc.]

Do's
Give compliments to coworkers and supervisors when they do a good job.
Ask for help if you don't understand directions.
Use the spell checker on the computer.
Carry a small dictionary in your purse when you fill out job applications.

Taboos
Don't tell racial, gender, or sexual jokes.
Don't write and send offensive memos. Ask someone to proofread memos.
Don't criticize coworkers to their faces or behind their backs.

Personal job power gained by women is not at the expense of taking the same power away from men. Discrimination arrives when any segment of society takes too many pies of the power pie.

JOB Bite #17

The Power of a Problem-Solver

Are you considered a problem solver or a problem-creator? Do you have a whiner reputation or a problem-solver reputation? A whiner is a person who complains and doesn't bother to bring along possible solutions. A person who presents problems and a plan for resolution is a company asset

Rule #1 Show employers how you can help solve their problems.
Rule #2 Problems have causes and solutions.
Rule #3 Use problem-solving formulas and methods.

Problem-solving Formula:

Step 1: Identify and define the problem/challenge.
Step 2: Jointly assume responsibility for solving the problem.
Step 3: Identify barriers to the solutions.
Step 4: Discuss details of problem: how, when, where, who, what,etc.
Step 5: Explore different options.
Step 6: Consider the pros and cons (consequences) of each option.
Step 7: Schedule a trial period for a solution.
Step 8: Assign specific tasks, time limits, and tools needed.
Step 9: List short-term and long-term goals and objectives.
Step 10: Evaluate results.
Step 11: If designated solution did not work, then decide on another solution and repeat steps.

JOB Bite #18

Stress Busters

Being aware of motivating stress and debilitating stress is the first step. Reducing brain strain is the second step and is done by changing your way of thinking and by changing your way of doing.

Buffers To Burn-Out

1. Connect with a venting buddy [not a spouse or family member] and talk about work problems.
   a. Ask for confidentiality.
   b. Make sure the person is trustworthy and loyal.
   c. Mutual venting, sharing, and listening is essential.

2. Use humor
   a. Purchase and watch your favorite comedy videos often.
   b. Laugh with coworkers [avoid offensive sarcastic humor].
   c. Use tasteful practical jokes but don't over do it.
   d. Find reasons to smile throughout the workday.

3. Listen to relaxing music in the car, on your lunch hour, and at home.
   a. Tapes of ocean waves, rainstorms, and waterfalls are soothing.
   b. Exchange television time for music time.

4. Use deep breathing techniques.
   a. Practice until this process becomes a habit.
   b. Inhale deeply through nasal passages and exhale through your mouth.

5. Frequent neck and shoulders massages
   a. Ask spouse, boyfriend, and children to trade neck and shoulder massages.
   b. Practice basic body stretches each morning.

6. Recharge your batteries daily
   a. Try for 8 hours or your needed amount every night.
   b. Drink 8 glasses of water per day.

7. Meal Deals
   a. Use the crockpot as much as possible for quick and nutritious meals.
   b. Make every Friday pizza night, order out and use paper plates.

8. Prioritize your life.
   a. 24 hours a day is all you get.
   b. Stop cramming your calendar too full.

9. Use your sick days when you are sick.
   a. Stay in bed and don't clean the house.
   b. Delegate chores to family members.

JOB Bite #19

When Clinical Depression Goes To Work

Clinical depression, a common illness, effects at least 17.6 million people a year. Women are twice as likely to be diagnosed with clinical depression and four times as likely to have Seasonal Affective Disorder [S.A.D.]. More than 80 percent of depressed people can be treated quickly and effectively

Symptoms of Depression

decreased productivity	unexplained aches
absenteeism	safety risk, accidents
lack of cooperation	chronic fatigue
low morale	alcohol or drug abuse

Source: National Institute of Mental Health

What can you do?

1. Find out if your company has insurance coverage for counseling.
2. Many mental health centers off treatment and use a sliding scale fee.
3. Discuss the situation confidentially with supervisor if your work performance is suffering.
4. Ask for a complete physical exam to check out other possible medical conditions.

For free publications on depression, call the National Institute of Mental Health at (800) 421-4211.

Chapter Three

Portfolios, Resumes, Cover Letters, & Thank You Notes

Paper Power With Pizzazz!

JOB Bite #20 Portfolio with Personality

JOB Bite #21 Smart Snapshots & Resume Writing

JOB Bite #22 Ten Commandments of Resumes for Women

JOB Bite #23 Cyber Resumes

JOB Bite #24 Resume Services

JOB Bite #25 Candid Cover Letters

JOB Bite #26 Use Right References

JOB Bite #27 Thank You Notes Matter

JOB Bite #28 Applications with Attitude

JOB Bite #29 Listen Up and Follow Up

No one can make you feel inferior without your consent.
Eleanor Roosevelt

JOB Bite #20

Portfolio with Personality

A portfolio is an opportunity for women to show their creativity. What is a portfolio? It is a snapshot of your career and employment history. It is your promotional product. A portfolio is an organized collection of items put into plastic sheet protectors and displayed in a three-ring leather binder. A portfolio is a plus for every woman in any profession. Create a visual presentation to document your continual growth and lifelong learning in the workplace. As you climb the career ladder and update your job skills you may selectively include the best samples of your work achievements in your portfolio.

What items go into my portfolio?

- ☐ resume
- ☐ references/letters of recommendation
- ☐ samples of work experiences
- ☐ certificates/awards
- ☐ grade transcripts/diplomas
- ☐ professional memberships
- ☐ brochures you created
- ☐ photographs of projects

Develop a gender-neutral portfolio by choosing a black, navy blue, or dark color for the leather binder. Leave out pastel colors or frilly graphics. Choose contents that promote your personal job power.

What do I do with my portfolio?

- ⌑ Introduce your portfolio in your resume by writing "Professional Portfolio Available Upon request" at the bottom.
- ⌑ Present it to employers during interviews.
- ⌑ Refer to the contents when you answer interview questions.
- ⌑ Impress employers with your creativity and organizational skills.

Resource: Portf*olio Power: The New Way to Showcase All Your Job Skills and Experiences* [1997] by M. Kimeldorf, Peterson's Publishing. This resource guide explains the step-by-step process of creating a professional paper or electronic portfolio and sells for $14.95, [182 pages]. To order call 1-800-717-LINX or check it out at from a public or university library.

JOB Bite #21

Smart Snapshots & Resume Writing

Give your resume a **KISS!** That's right—a KISS. **K**eep **I**t **S**imple and **S**nappy. Write the right resume and make it gender neutral. To create a winning resume, keep it clear, concise, and to the point. Use facts not fluff. More is not better. Women must replace dainty, frilly words with power words. Use action verbs like 'operated, instructed, supervised, managed", etc. Condense your resume into one page. You're not writing your life's history, only a brief outline of your job skills and accomplishments. Your resume is a snapshot of your job skills. Can your resume pass the thirty-second-scan test? Employers will only give your resume about thirty seconds. It must grab their attention. Use your paper power! Tailor your resume to fit the job you want. One size does not fit all. Be creative. Do not use feminine pastel colors. Use gray, cream, or darker colors. Use quality stationary with a watermark. Be professional. Put key headings in bold type, use one-half to one inch margins on all four sides and type with a 12 point font such as Times Roman. The font size can vary on various parts but do not use below point 10 as words will be too small to read. Ask a friend or professional to proofread for misspellings, errors, and typos. Use a computer and a printer. Appearance counts. Never fold your resume! Mail it in a business size envelope. Remember, your resume is a written advertisement and the product is "YOU".

JOB Bite #22

The Ten Commandments Of Resumes For Women

I. Thou shall consult books, videos, or a career counselor and create a topnotch resume.
II. Thou shall customize your resume to fit different job positions.
III. Thou shall use power language, action verbs, and make your resume gender neutral.
IV. Thou shall create a specific and concise job objective for each resume.
V. Thou shall list relevant work history, job-related skills, training, accomplishments, awards, education, and sell-sell-sell yourself.
VI. Thou shall use a laser or quality inkjet printer and print directly from the printer.
VII. Thou shall not use graphics or colored ink unless you are in the world of art/drama.
VIII. Thou shall not fold, wrinkle or spill coffee on the resume.
IX. Thou shall not list height, weight, marital status, or personal information on the resume and never mail a photograph of yourself.
X. Thou shall follow up after the resume is mailed with a telephone call to the person who has the power to hire you and thou shall ask for a job interview.

Resource: *The Smart Woman's Guide to Resumes and Job Hunting* by Julie Adair and Betsy Sheldon (1995) by Career Press, call 1-800-CAREER-1 to order.

JOB Bite #23

Cyber Resumes

Paper resumes move over! Make way for cyber resumes. Put your words on the WEB. Sell by electronic mail. Use your PC [personal computer] power to find employment. Use your technological power with an electronic resume via the Internet. Your on-line "hire me" sign.

Advantages:
- Reach a large number of employers in a shorter time.
- Show your Internet 'know-how'.
- Save paper and postage cost.

Disadvantages:
- Your privacy is gone.
- Employers in your job search field may not use the Internet to look for employees.

Post your resume on the Internet but continue to use the traditional paper resume method.
Try America's Talent Bank at URL: http://www.atb.org/

JOB Bite #24

Resume Services

If your typing skills are not up to par then you may want to consider a resume service. Be aware that resume services are not created equal. It's up to you to be smart and shop around for quality service at an affordable price. The first step is to find a resume book and educate yourself about what types of resumes dazzle employers. Ask the following questions in your search:

- What is the cost to typeset my resume?
- What is the cost per copy?
- How long will it take to complete my resume?
- Do you have a selection of resume styles to choose from?
- Do I get to proofread before the final resume is printed?
- Do you use a laser/inkjet printer and print directly or use Xerox copies?
- What kind of resume paper do you use?
- Do you type cover letters and reference pages to match the resume?
- How long will you keep my resume on file for future purchases?

☞I use top of the line gray resume paper called Linen with a watermark.

JOB Bite #25

Candid Cover Letters

Make a positive paper impression with the cover letter! When a resume is mailed, the cover letter is the first correspondence seen by the employer. I'm often asked, *"Does a cover letter have to accompany every resume that is mailed?"* The answer is a big "YES".

Six Super Cover Letter Tips:

1. Consult a book or career counselor about how to create winning cover letters.
2. Customize each cover letter to fit each job opening.
3. Communicate and highlight your 3 most important job skills for the position by using action verbs and power language. Use the same words as listed in the advertisement if applicable to your job skills.
4. Be clear, concise, and to the point with four paragraphs.
5. Use same stationary as resume and same printer.
6. Address the letter to the person who interviews and hires employees.

If a company name is listed in the newspaper advertisement, call information and call the company secretary and find the employer's name. If only a box number is listed, then call the post office and ask for the name of the company. If a newspaper box is listed, then call the newspaper and ask for name of company.

JOB Bite #26

Use Right References

Choosing employment references wisely is often overlooked by job-hunters. Choose only those professionals who will "sing your praises". What is not said can be as important as what is said. Choose references that know about your work etiquette, personal qualities, and work history. Read and learn:

- ☑ List 3 professionals and include different genders.
- ☑ List titles, complete addresses, phone numbers, fax numbers, and/or e-mail.
- ☑ Do not use relatives or friends.
- ☑ List a former employer only if you know for a fact that positive statements will be shared.
- ☑ Ask permission to use their names and give them copies of your resume.
- ☑ Summarize your job skills and discuss the position you would like to obtain.

JOB Bite #27

Thank You Notes Matter

Mail a brief thank you note within 24 hours after job interviews. Thank employers for the opportunity to present your qualification for employment positions. Tell the employer that you would like to work for him/her and would be a valuable asset to the company. You get one more chance to sell your job sells! Write neatly with black ink.

Send a thank you note even if you decide immediately that the job was not for you. Why? People remember polite candidates and your paths may cross again in the small world of work.

JOB Bite #28

Applications With Attitude

A job application is the first impression an employer has of you! The goal of the application is to land a job interview. Use your paper power to avoid getting screened out.

Job applications reveal information about potential employees. An employer can tell:

- ♠ if your handwriting is neat or messy
- ♠ if you can write clearly
- ♠ if you can follow directions
- ♠ if you complete all blanks
- ♠ if you know how to sell your job skills
- ♠ if you can spell correctly

Do's

- ♠ Gather information in advance and take it on your job-hunt. [resume, references, past employers, and past work history information]
- ♠ Practice filling applications out at home.
- ♠ Use an erasable black ink pen.
- ♠ Print instead of writing as it is easier to read.
- ♠ Be honest about information.
- ♠ Carry a small dictionary in your purse.

JOB Bite #29

Listen Up and Follow Up

Follow up is absolutely imperative!!! Many futures have been changed because job-seekers did not do follow up. What is follow up? I'm glad you asked.

- Call the employer after the interview to check on the hiring status. The squeaky wheel gets the grease! Show your determination and assertiveness. Chat with the boss' secretary.
- Call employers 2 to 3 days after you mail resumes and ask for job interviews.
- Keeping calling until the job position is filled. I know the pesky fly gets the flyswatter! Learn the difference between persistence and annoyance.

Now a word about creative follow up. This tip must be used with tact and insight. Examples:

- I created a colorful flyer and mailed it to the employer after the interview to show my experience with designing brochures.
- I once faxed a joke [it was clean and not at all offensive] to an employer after the interview because he possessed a very funny sense of humor.

Chapter Four

Knowing Yourself, Job Skills, & Interviews

Package Your Product "YOU"

JOB Bite #30 P.T.A. Job Skills [Personal, Travel, & Action]

JOB Bite #31 V.I.P. [Very Important Packaging]

JOB Bite #32 Ten Commandments of Interview Etiquette

JOB Bite #33 The "Inner-View"

JOB Bite #34 The "I"'s of Employers

JOB Bite #35 Pump Up Before The Competition

JOB Bite #36 Switch On The PC [Personal Connection]

JOB Bite #37 S.A.T. Principle [Show And Tell!]

JOB Bite #38 Exit Interviews With A Bang!

JOB Bite #39 Use Your Voice Power

Learn something new every week and practice it the rest of the year.
Melissa Martin

JOB Bite #30

P.T.A. Skills

It is important for women to know their **P**ersonal, **T**ravel, and **A**ction skills!

1. What are my *personal* skills? Your personal skills are what makes you—you. These skills are taken to every job. EXAMPLE:

◆honesty ◆good sense of humor ◆creativity ◆self-motivation
◆flexibility ◆leadership ◆team player ◆dependability

Answer these questions to find your personal skills:
- What are my personality traits?
- List 3 things that make you a good worker.
- What qualities do you possess?

2. What are my *travel* skills? Your travel skills are general skills that can be used in a variety of jobs. These skills travel with you. EXAMPLE:

◆write clearly ◆solving problems ◆detail oriented ◆computer skills
◆meeting deadlines ◆organizing projects ◆communicate ◆manage money

Answer these questions to find your travel skills:
- What skills can I use with any job?
- What are my general skills?
- What can I do well?

3. What are my *action* skills? Knowing what you are good at is a BIG part of your job search. Your action skills are the specific tasks you can do. EXAMPLE:
You are seeking employment as a manager. Your action skills are:

◆supervising employees ◆employee evaluations ◆quality assurance
◆training employees ◆office policy procedures ◆delegating tasks
◆payroll duties ◆hiring employees ◆district meetings

Answer these questions to find your action skills?
- What did I learn during school, college, or training?
- What did I learn on my past jobs?
- What specific things can I do?

Past performance predicts future accomplishments to employers. Know your job related skills!

JOB Bite #31

V.I.P.-Very Important Packaging

Knowing your top 15 marketable job skills is a major part of your presentation package.

- Take 3 index cards.
- Write your 5 P.T.A. skills on each card. (See JOB Bite #30.)
- Study the cards until you can verbalize all 15 skills without hesitation.
- Practice in front of a mirror and/or a family member.

Brush up on your basic reading, writing, and math skills by practicing spelling, punctuation, grammar, addition, subtraction, multiplication, percents, etc. In today's world of work technology it's wise for women to consistently update job skills by attending workshops, volunteering for challenging projects, joining outside clubs and organizations, etc.

JOB Bite #32

Ten Commandments of Interview Etiquette for Women

I. Thou shall dress for success by wearing a navy blue, royal blue, grey, or black suit with matching hose and shoes to job interviews. [no frilly accessories, dangling earrings, or open-toed shoes] Blue collar workers may dress down but dress clean.

II. Thou shall portray a positive personal presentation by greeting employers with a smile, firm handshake, direct eye contact, clear and audible speaking voice, and self-confidence.

III. Thou shall give employers an "inner" view of your qualities: punctual, dependable, quick learner, communicator, team player, and self-motivator, etc.

IV. Thou shall practice interviewing techniques with a friend or videotape yourself and do an honest critique of strengths and weaknesses.

V. Thou shall boldly but politely state key accomplishments, job skills, qualifications, training, education, etc. and shall use powerful vocabulary words.

VI. Thou shall research information about the companies, organizations, businesses, before the interviews in order to tell employers what you can do for them if hired.

VII. Thou shall consult books, videos, or a career counselor about proper interviewing techniques and thou shall prepare answers to the top 10 most commonly asked questions.

VIII. Thou shall carry a portfolio [an organized collection of employment related documents, awards, certificates, etc] and be ready to impress employers with creativity and talents.

IX. Thou shall follow-up and mail thank you notes within 24 hours after job interviews and shall highlight your top 3 skills and write that you want the job.

X. Thou shall use your personal power by evaluating different employment options before accepting job offers.

JOB Bite #33

The "Inner-View "

- Divide the interview into 3 stages:

Stage I. Prior Preparation **[Preview]**

- ☐ practice interview techniques
- ☐ research information about the companies
- ☐ prepare for your [I.Q.] *interview questions* and your [I.A.] *interview answers*

Traditional Questions:

- ▪Why should I hire you?
- ▪Tell me about yourself.
- ▪What job skills do you bring to this position?
- ▪What is your greatest strength?
- ▪What is your greatest weakness?
- ▪How do you handle pressure?
- ▪Why do you want to work here?
- ▪Why are you seeking other employment?
- ▪What type of salary are you looking for?
- ▪Where would you like to be in 5 years?

Behavioral Questions:

- ▪Describe a time when you were criticized for poor work.
- ▪Give an example of how you work under pressure?
- ▪Give me an example of a successful work project you completed.
- ▪Can you give me an example?
- ▪How did you feel about that?
- ▪What did you say when that happened?
- ▪Who is your hero and why?
- ▪How would you handle an angry customer?
- ▪What did you do in past situations?

Stage II. The Big Event **[Scenic View]**

- ☐ be on time
- ☐ eat a breathmint
- ☐ dress to impress
- ☐ use the six **C's** of interviewing: stay **c**ool, **c**alm, **c**ollected, show **c**onfidence, **c**ourtesy and **c**harisma.
- ☐ sell, sell, sell, your job skills, education, training, accomplishments, qualities, and attitude

Stage III. The Follow-up **[Review]**

- ☐ send a thank you note
- ☐ use the telephone to communicate until you are hired

Two Types of Interviews

Type #1: One-on-One with 1 interviewer and 1 interviewee

Type #2: Group with 2 or more interviewers and 1 interviewee

Be prepared for both types. Be prepared for second and third interviews with the same company.

JOB Bite #34

Look Through the "I"s of Employers

Ask yourself what employers want from employees:
"I want to hire an employee who will do the job and do it right."
"I want an employee who will get along with coworkers and fit in."
"I want an employee who will not steal from the company."
"I want an employee who will increase productivity and profits."
"I want an employee who can follow directions and accept company policy."
"I want an employee who will make me look good and help me stay in business."
"I want an employee who is loyal, enthusiastic, and has a great attitude."

Ask yourself:
What can I do for their company?
How will I increase productivity?
How will I meet their job expectations?
How will I make the boss look good?
How will I make the business successful?
Would I hire me? Why? Why not?
What positive personal traits do I possess?

You are asking a stranger to give you a job and money. Convince him/her that you are the best person for the job and guarantee the product-**YOU.**

JOB Bite #35

Pump Up Before The Competition

That's right. You are going to be competing against other interview candidates.
Pump up before the interview especially if you are feeling job rejection.
☺Listen to your favorite music in your car on the way to interviews.
☺ Ask a supportive person to give you a pep talk.
☺ Tell yourself, *"I am the best person for this job."*
☺ List your past accomplishments
☺ Write 10 things for which you are thankful.

Pump Up With The 30 Second Power Pitch
You get about 30 seconds to make a dazzling first impression at job interviews. You are selling your product person-to-person. Write out a short script with the following features and benefits:
▲ your value to the employer and company
▲ what services you offer the employer and company

Spotlight a 30 Minute Sizzle Session
First interviews range from 30 minutes to one hour or longer. Some employers choose the top candidates and schedule second and third interviews or arrange a second group interview.

Make a positive impression during the power pitch and the sizzle session:
✦grab employer's attention
✦be interesting and creative by showing off your portfolio
✦focus on your objectives
✦practice presentations before interviews
✦use hand gestures to emphasize points
✦smile [**BIG**] with direct eye contact
✦watch your posture and sit up straight
✦speak clearly and slowly

JOB Bite #36

Switch On The P.C. [Personal Connection]

What is a personal connection? Employers will decide if they like you within the first two minutes. Many employers hire based on the emotional factor. If they get a good feeling from the interview they assume you are the right person for the job. The interview consists of a buyer [the employer] and a seller [job seeker]. Think about television commercials and why you purchase certain products. Most consumers purchase products based on emotions. Employers are regular people just like you and me.

How do you make a personal connection?

- Comment on a picture or something personal in the employer's office.
- Ask the employer about their career history. People like to talk about themselves.
- Watch the perfume—does the employer smell you before they see you? Unfreeze your face. Enthusiasm is contagious.
- Touchy people beware as too much touch may be misunderstood. Don't be a space invader!
- Identify your personality quirks before the interview and work on them. We all have these quirks. It's part of the equipment that goes along with being human.
- Do not bore holes in the interviewer. Use direct eye contact for 5 seconds then look away.
- Do not think of the employer as an enemy. He/she is trying to hire the best person for the job. Most employers have no formal training on interview procedures.
- Don't talk too much. You may talk yourself out of the job by revealing too much personal information that you do not intend to share.
- Watch the body language of the interviewer for clues as to how he/she is reacting to your answers.
- Address the employer's fear of hiring employees who will not work, steal, and do not get along with coworkers.

JOB Bite #37

S.A.T. Principle

Show and tell plus do this well! Give concrete examples of how you helped your past employers to solve their problems. Give numbers if you helped to increase productivity. Back it up! Use facts. Direct the employer to the documents, awards, and certificates in your portfolio to prove your stated accomplishments. EXAMPLES:

⇨"I decreased cost by 20% just by ordering from a cheaper supplier."

⇨"Customer service improved after I arranged for all staff to attend a customer service seminar. I did a telephone survey of 50 customers and 90% were satisfied with our services. I mailed the unsatisfied customers discount coupons for anything in the store and I surveyed the same people in one month with a positive outcome of 80% satisfaction."

JOB Bite #38

Exit Interviews With A Bang!

If you want the job then tell the employer, "I would like the opportunity to work for you and your company." Employers cannot read minds. They do not know if you want the job. Open your mouth and communicate! Ask, "May I contact you on (list date, day, and time) to find out your hiring decision?" Make sure you do call them at the designated time. Give the employer your biggest exit smile on the way out! Your attitude is the last thing he/she will remember about you. Leave with leverage!

A word about creative follow-up. During the interview, assess the interviewer's sense of humor. EXAMPLES:
"I tried to contact an editor several times after I mailed a proposal for a new column. He would not return my calls. I then sent email and a fax. I tried to network with his secretary but no progress. I finally mailed him a small (about 4 inches) toy sweeper with a card that said 'Don't sweep my idea under the rug. Call me and I'll tell you how my new column will benefit your readers.' I still did not receive a response." One job-hunter sent a shoe after the interview with a note that said, "Now that I have my foot in the door, I want to say that I really want to work for you." If you use this creative method, please use tact. If you want to work at a funeral home, I would not write "I'm dying to work for you" on a card unless the employer has a very funny sense of humor. Never send flowers or movie tickets as this would probably be construed as a bribe.

JOB Bite #39

Use your Voice Power

Pay attention to:

- voice inflections
- articulation
- clarity
- tone/volume
- accents
- vocabulary
- pitch
- pronunciation

Record your voice on a tape recorder and do an honest critique. Work on the things you can change about your voice and accept the unchangeable things. Don't use slang terms in an interview or when calling employers over the telephone. Practice your word power by learning a new word from the dictionary every day. Use words related to the job you want.

Chapter Five

Knowing Workplace Laws Will Empower You

Learn Legalities

JOB Bite #40 Gender Wars—Cease Fire!

JOB Bite #41 Know your Rights To Stop The Wrongs

JOB Bite #42 Family Matters

JOB Bite #43 Pick Your Battles [Sexual Harassment]

JOB Bite #44 Wise Women For Hire

Treat people as if they were the most valuable resources in the world—because they are.

Melissa Martin

JOB Bite #40

Gender Wars—Cease fire!

Women and men working together can produce powerful partnerships in the job world. Above all else, act like a professional. Instead of thinking about acting like a female employee, think of yourself as a professional employed person. Most jobs do not ask you to perform based on your gender. You are asked to perform based on your job skills and qualifications. Yes, at times you may experience "PMS"—prejudice male superiority at the workplace, but the key is to arm yourself with knowledge and a plan for conflict resolution. You cannot change individual sexist attitudes, you can only change your actions and reactions.

JOB Bite #41

Know Your Rights To Stop The Wrongs

Equal Pay: The 1963 Equal Pay Act by Congress made it unlawful for employers to pay different wages to women and men employees for equal work based on jobs that require equal skills and similar working conditions. Equal pay for equal work is becoming a reality in the United States for many women.

For more information, surf the Internet at: http://www.feminist.com/fairpay.htm
You'll find facts about the National Committee on Pay Equality (NCPE), a membership coalition of over 170 organizations.

JOB Bite #42

Family Matters

Maternity Benefits
In 1978, Congress passed the law concerning pregnancy and childbirth. Employers may not treat these conditions any different than other disabilities under fringe benefits plans.

Family and Medical Leave Act of 1993 [FMLA]
This law allows workers at businesses with 50 or more employees or a public agency of any staff size to take up to 12 weeks of unpaid and job-protected leave within a 12 month period to care for a newborn or adopted child. Other issues addressed are unpaid leave for serious illness of worker or to care for a seriously ill child, spouse, or parent.

Resource: URL at http://workoptions.com/fmla.htm

JOB Bite #43

Pick Your Battles

Sexual harassment in the workplace is a serious matter. This abuse may take the form of verbal, emotional, and/or physical harassment. It can be mild to severe. How do you stop sexual harassment on the job?

1. Confront the person and clearly state that you want the offensive behaviors to stop.
2. If harassment continues, submit a complaint to your supervisor. Document dates, times, and places of harassment and any witnesses to verify your charges.
3. If the harassment continues, file a complaint with the manager/owner of the company.
4. If the situation remains unresolved you may take legal action by filing a complaint with the Equal Employment Opportunities Commission, your State Civil Rights Commission or you may seek council from a private attorney.

Only you can decide if the pros outweigh the cons of a sexual harassment suit. Look at all your options, including seeking another job in a different workplace. For more information: [http://www.cs.utk.edu/~bartkey/other/9to5.html] Sexual Harassment: What Every Working Woman Needs To Know.

JOB Bite #44

Wise Women For Hire

Job opportunities for women returning to the workplace abound. Employers are realizing that women reentering the job market are valuable commodities. Their experiences at home will transfer to the work environment. Homemakers possess the qualities of being punctual, loyal, honest, conscientious, and switch jobs less frequently.

Be a **S.T.A.R.** worker! Be **s**uccessful **t**hrough **a**ctions and **r**esponsibility.

Federal and state laws prohibit discrimination against persons age 40 years and over in the workplace. [Age Discrimination in Employment Act, ADEA]
Resource: URL at http://fedlaw.gsa.gov/legal6.htm

Chapter Six

Choices/Changes in the Workplace and Women's Work

Every Mom is a Working Mom

JOB Bite #45 Supermarket to the Jobmarket

JOB Bite #46 Try a BMW! Balance Motherhood and Work

JOB Bite #47 Nontraditional Occupations

JOB Bite #48 It's Our Business

JOB Bite #49 Changing Diapers to Changing Careers

JOB Bite #50 Working Moms are Role Models

JOB Bite #51 Welfare Moms No More

Too much rain is a flood, too much wind is a hurricane, too much snow is an avalanche, too much sunshine is a desert, and too much work produces chaos.

Melissa Martin

JOB Bite #45

Supermarket to the Jobmarket

Many times, I've heard a homemaker say, *"I don't have any jobs skills. I've never worked before. I've been at home raising my children. Who would hire me?"* Let me set you straight! Raising a family is a full-time job. You have transferable job skills. *Who me?* Yes, you! The buzz word of today is : **TRANSFERABLE JOB SKILLS.** What skills did you use as a homemaker that will transfer to the jobmarket?

Budgeting:	You paid bills, bought groceries, purchased clothing, and balanced the checkbook.
Organizing:	You planned meals, family vacations and still kept from sanity.
Supervising	You delegated chores, and told who to do what, where, and how.
Planning:	You shopped, prepared, and cooked meals.
Sanitation:	You cleaned, scrubbed, polished, and waxed.
Meeting deadlines:	You picked up kids, dropped off kids, and practiced time management.
Problem-solving:	You were the referee for children's conflicts.
Project manager:	You helped create science projects.
Operator of vehicles:	Mom's taxi traveled here, there, and everywhere.
Public relations:	You socialized with teachers, P.T.A. members, and other mothers.
Salesperson:	You helped sell Girl Scout Cookie, candy bars for Little League, and all sorts of items for band boosters, etc.
Negotiator:	O.K., who gets the bathroom first and who gets a window seat in the car?
Hostess:	You planned birthday parties, slumber parties, picnics, and holiday dinners.
Community savvy:	You know who lives where and where to shop for almost anything.

Add your special personal skills: loyal, dependable, patient, compassionate, good listener, quick learner, etc...Homemakers, YOU do possess marketable job skills! Now go out into the jobmarket and show'em your transferable job skills!

Resources: National Displaced Homemakers Network, 1625 K. Street NW, Suite 300, Washington, D.C. 20006, Phone: (202) 467-6346. This is a grant-funded program that supports 1,100 regional programs that offer individual career counseling, workshops on career planning, job-hunting, self-esteem, etc. Membership is $15. And includes a newsletters "Network Mom". Call to find the nearest center.

JOB Bite #46

Try a BMW! Balance Motherhood and Work

1. **Survival Kit**

time management	stress management	goal setting	organization
problem-solving	fun and recreation	yearly vacations	delegation

2. **Go for Flextime**
   - ☑Job sharing is where 2 employees work part-time by splitting a shift and doing the same job.
   - ☑Come in earlier or stay later.
   - ☑When submitting flextime proposals to employers, tell what's in it for them and offer a trial basis.

3. **Lighten Up**
   - ☑Relax your housework standard without guilt if you're a perfectionist "cleanie meanie."
   - ☑Crockpot meals are quick as well as nutritious.

4. **Find a Family Friendly Company**
   - ☑Look for an employee daycare center.
   - ☑Look for a nursing mothers' room where breast milk can be expressed and stored.

Resources: URL at www.womweb.com/wmlife.htm, Lists the best companies for working mothers.

JOB Bites #47

Nontraditional Occupations

Welcome to the world of manual [I mean wo-manual] labor. The U.S. Department of Labor defines nontraditional occupations as jobs in which women make up 25% or less of the total number of workers in that occupation. These skilled trade jobs are attractive because the pay levels usually start higher than traditional women's jobs:

electrician	painter/paperhanger	plumber	heavy equipment operator
carpenter	bricklayer	repair person	
welder	cable repairer	construction	

Because of the Women in Apprenticeship and Nontraditional Occupation (WANTO) Act of 1992 and the Nontraditional Employment for Women (NEW) Act of 1991, the U.S. Department of Labor has funded a series of grants for community based organizations.

If this information sparks your interest, schedule and appointment with a career counselor at a vocational school to take a mechanical aptitude test.

JOB Bite #48

It's Our Business

The National Association of Women Business Owners estimates that there are over 7.7 million businesses in the United States owned by women. I recommend that you sign up for a college course in business before you sign on the dotted line for a bank loan. Empower yourself with information. Network with other female business owners.

Resources:
URL: www.abwahq.org/ American Business Women's Association with membership information.

JOB Bite #49

Changing Diapers To Changing Careers

Ladies, rename your time spent at home raising your family to "Home Career" when reentering the workforce. Think of the past as just another stage in your career or think of it as self-employment. Your "home career" was filled with opportunities to use interpersonal and management skills. You have the inside track on consumers in the home and what they buy. Create your resume to display your "home career" skills and accomplishments. Sell these job skills during interviews. Communicate the value of spending time with your children during their developmental stages. Never apologize for being a stay-at-home mom and instead show the positive power of perseverance, pride, planning, problem-solving, patience, preparation, perspective, and proficiency to potential employers.

Resource: Directory of Special Opportunities for Women. Lists over 1,000 resources for women entering and reentering the workforce.

JOB Bite #50

Working Moms are Role Models

Working moms can use their employment as an opportunity to explore different careers with elementary, junior high and high school students. Give them a tour of your office. Tell them the positive things that happen at your workplace. If you have a negative attitude towards your career and job, then you guessed it, so will your children. There are times when conflict at work is unavoidable. Let these times also be a learning experience for your children. Share how you are a problem-solver and not a problem-creator to your boss and coworkers. Pass on a positive attitude and work ethic. Show your purpose, passion, and perseverance in the world of work to your daughters and your sons.

JOB Bite #51

Welfare Moms No More

Going back into the jobmarket may be stressful for welfare recipients. With all the new federal and state changes in the welfare system, it is imperative for welfare moms to develop short-term and long-term employment goals. Look at the advantages of work:

- ✪ gives you a purpose for getting up in the morning
- ✪ increases your self-image and self-confidence
- ✪ increases your personal power by learning and applying work practices
- ✪ gives you a sense of security
- ✪ decreases your feelings of isolation and depression
- ✪ allows you to be a role model for your children
- ✪ helps you to become self-sufficient

Many employers receive tax breaks for hiring welfare recipients. Ask a case manager at your local Department of Human Services. Daycare and transportation problems are the top 2 barriers reported by welfare moms. Lack of or little child support from absent fathers is a serious economic problem for divorced or single mothers. Develop the mindset that problems are solvable.

As a former counselor for welfare recipients, I have witnessed many success stories from single mothers who went back to college or job training and left the welfare system behind. Make lemon-aid when the world throws you lemons!

Chapter Seven

Making a Positive Impression

Step Into Planet Jobs

JOB Bite #52 Create an Image

JOB Bite #53 Mirror, Mirror On The Wall

JOB Bite #54 Charge It!

JOB Bite #55 Job Targeting

JOB Bite #56 Your Secret Weapons

JOB Bite #57 Survival Jobs-S.O.S.

JOB Bite #58 Salary Sense $$$

The golden job rule says "Treat all employers, coworkers, and customers with R-E-S-P-E-C-T!
Melissa Martin

JOB Bite #52

Create An Image

At a job placement agency where I worked, funds paid for a female job-hunter to go to beauty salon for a hair cut and color treatment. Wow! What a change in her appearance and attitude! She looked and acted 10 years younger. It is worth the money to get a flattering haircut and hair style before interviews. Go pawn your stereo if you have to!

Ask yourself: *"Do I fit the company's image?"* Employers will be silently asking this same question as they assess your dress, hair, shoes, make-up, jewelry, facial expressions, attitude, vocabulary, personality, sense of humor, past work experience, and job skills. This unspoken chemistry between interviewees and interviewers is more important than all other factors. Why? Employers hire people they like. It's that simple. One job trainer said it well, "Employers hire the attitude and train the skills."

JOB Bite #53

Mirror, Mirror On The Wall

...who is the best prepared job-hunter of them all? Go back to the basics. What are the practical and proven successful methods of job-hunting?

#1 Method
Word-of-mouth networking by asking the million dollar question: *"Do you know of any job openings for a person with my job experience and skills?"*

#2 Method
Going directly to companies, organizations, and places where you want to work, filling out job applications, asking to speak with the person who has the power to hire you, and asking for job interviews. [Use your 10 second power pitch to ask for interviews.]

#3 Method
Using the telephone and the Yellow Pages to call potential employers with the goal of landing job interviews. Dial for job dollars.

JOB Bite #54

Charge It!

Not with a credit card. Take **charge** of your job search. Job-hunting is not a haphazard adventure. The energy you expend in the job search is directly related to how soon you find a job. Think about it! It's common sense.

Focus on the job journey. Find your niche by developing a weekly job search schedule. Would you start out on a trip without a roadmap? Ask for directions if you feel lost, but finding a job is your responsibility. Use available resources but know that you are in charge of your job search. Communicate your employment needs to family, friends, relatives, and acquaintances. Set job goals for 2, 5, and 10 years.

JOB Bite #55

Job Targeting

One of the biggie mistakes in job-hunting is not developing specific targets. Narrow your search to include:

- company names
- geographic locations
- employment positions
- full-time or part-time work

What is your purpose and passion for working at a certain company or organization? Employers will want to know. Be ready to give a clear-cut picture of what you can do for the employer and be able to list reasons why you want to work for his/her company. Answer by telling employers what you can do for them and discard the what-can-you-do-for-me attitude.

JOB Bite #56

Your Secret Weapons

✪Weapon #1 is your smile. According to anthropologists, a smile is the universal symbol of all cultures. A smile is your welcome sign. Use your smile during interviews and while job-hunting. Unfreeze your face. Use your personal smile power!

✪Weapon #2 is a [D.Q.] dynamite question for employers; "Would you like to hire a worker who is _____, _____, and _____?" Fill in the blanks with your P.T.A. skills. [JOB Byte #30] Practice saying this question in front of a mirror. This new question replaces the old, "Are you hiring?" or "Are there any job openings?"

✪Weapon #3 is knowing that 80% of jobs are not advertised. Make your job search creative by hunting for the buried treasure of unadvertised employment by using the telephone and Yellow Pages.

✪Weapon #3 is your work energy which comes from knowing your purpose in life. Purpose adds meaning to the world of work.

JOB Bite #57

Survival Jobs-S.O.S.

There are times in life when some women must work at low skill and low paying jobs [survival jobs] temporarily due to financial or personal difficulties. These are usually blue collar jobs in fast food, janitorial services, factories or temporary employment through temporary agencies. SOS stands for survival or starvation. Many single mothers find themselves in this type of situation after a divorce or death of a spouse.

Be aware that every job has the potential to lead to a better job opportunity. The next customer you serve could be the president of a large company with the power to hire you for a higher salary. Employers are on the look out for workers with great attitudes!

Do not discount temporary job placement agencies. You can update your skills as you work and many temp jobs lead to permanent full-time employment. These agencies also offer testing for employers. [example: clerical positions require typing tests]

JOB Bite #58

Salary Sense $$$

Do not talk about money until the employer/interviewer talks money. Entry level jobs are usually paid an hourly wage while professional jobs pay a weekly or biweekly salary. Interviewer says, "How much green stuff$$$ do you need if we hire you?" How do you answer?

1. Give a range, "By researching this position, I know other employees in similar positions are paid $22,000. to $27,000. per year and I would accept a fair salary within this range."
2. You could say, "I will accept anything is the middle to upper 20's."
3. You could counter with a question. "What is your company willing to pay for a person with my skills, experience, and training?"
4. If you are offered a lower figure, you could counter by asking, "Is that amount negotiable?"

The medical benefits may offset a lower salary. Other perks like tuition reimbursement, parking space, holiday bonuses, vacations, sick days, prescription card, retirement plan, uniforms, company car, and sick days may sway your decision to accept the job offer.

Chapter Eight

Know Where to Find Job Information & Resources

Power Tools

JOB Bite #59 Go To The ER [Employment Resources]

JOB Bite #60 Telecommunication Tools

JOB Bite #61 Book Look

JOB Bite #62 9 To 5 Women's Organization

JOB Bite #63 The Internet Has No Gender

JOB Bite #64 Network Wheels

JOB Bite #65 Study For Job Tests

JOB Bite #66 Computer Bytes

So much has been given to me; I have no time to ponder over that which has been denied. Helen Keller

JOB Bite #59

Go To The ER

What is the ER? Employment Resources:

people	newspapers	Internet	libraries
books	videos	employment agencies	trade journals
Rotary Clubs	career counselors	volunteer work	telephone joblines
Yellow Pages	bulletin boards	college career centers	employment tabloids
personnel offices	workshops	Chamber of Commerce	telephone
computer software			

Knowing how and where to locate resource tools is essential. Information is a precursor to action.

JOB Bite #60

Telecommunication Tools

Learn technology talk. Learn how to use:

☎multi-line telephone	☎e-mail	☎voice mail
☎fax machine	☎computers	☎Business Yellow Pages
☎dictaphone	☎transcription machine	☎computer scanner
☎teleconferencing	☎copiers	

Telephone etiquette is utmost. Learning about the tools of communication will serve you well in the workplace. Learning to use these tools is not just for office personnel. The more skills you possess, the more marketable you are. The days of specializing in one area are over. Employers value employees with mutiple job skills.

JOB Bite #61

Book Look

Help! I need an easy-to-read and easy-to-use handbook about careers. Let me introduce you to a book that no self-respecting career counselor would be without. It's called the **Occupational Outlook Handbook.** Nearly 250 occupations are described covering 90% of all workers. You can find the following:

- ☐ salary ranges
- ☐ advancement opportunities
- ☐ training requirements
- ☐ educational requirements

The OOH (as it is fondly called) was developed by the United States Department of Labor and the Bureau of Labor Statistics. The OOH is an essential tool for job seekers, career changers, students, and working people. You can find the OOH [which is updated yearly] in the reference section of public or universities libraries. Tip: Public university libraries can be used by nonstudent community members.

JOB Bite #62

9 To 5

9 To 5 is the name of the National Association of Working Women. The staff talks to 15,000 women yearly in the United States and Canada about topics related to employment; family leave, pregnancy discrimination, sexual harassment, low pay, racism, etc. 9 To 5 is the largest membership organization of working women in the U.S. Call for a list of resource guides, training programs, and workshops.
Phone: (414) 274-0925 Fax: (414) 272-2870
Job Problem Hotline: 1-800-522-0925
Address: 238 W. Wisconsin Ave., Suite 700, Milwaukee, WI 53203-2308
E-mail: nat9to5@execpc.com Web Page: www.feminist.com/9to5.htm

JOB Bite #63

The Internet Has No Gender

It is imperative for women all of ages to learn to use the powerful tool called the Internet. Cyberspace like outerspace is becoming more "female friendly". Women can drive down the information superhighway with confidence and speed. Learning to surf the Net can put women on equal online footing with men. Internet skills will make women more marketable and knowledgeable in the job world. With patience, perseverance, practice, and a positive attitude you'll be happily cruising down the information superhighway in no time. Hop aboard! Your cyber-fear will disappear!

"But I need help! I have Internet-phobia! What can I do?"

- Check out books about the Internet at public libraries. Internet usage is free to the public at libraries.
- Try a trial period at home and hook up to the Internet on your personal computer.
- Ask a friend to guide you through step-by-step practice sessions.
- Sign up for a course in Internet basics.
- Use positive affirmation statements:

  "I will learn to drive down the super highway."

  "Other women have conquered their cyber-fears and I will too."

To find information specifically for working women, go to a search engine and type in key words [women, careers, jobs, employment, etc.] or use the following URL addresses:

Working Moms

URL: www.womweb.com/
Women's Web

URL: www.parentsplace.com/readroom/acs/
American Childcare Solutions

URL: www.womweb.com/100intro.htm
Best Companies for Working Mothers

Careers and Jobs for Women

URL: www.bridgesonline.com/ba/
Jobs, networking, and resources

URL: www.careeraction.org/cacpublic/intro.html
A Career Action Center to help women develop self-reliance

JOB Bite #64

Network Wheels

Woman develop working networks without even realizing it. Any relationship is a cog in the network wheel: Parent-Teacher meetings, Little League, Girl Scouts/Boy Scouts, 4-H Club, volunteer work for charities, church activities, school coaches, etc. Most of your acquaintances would be happy to pass along employment information about job openings. Don't be afraid to ask the question, *"Do you know of any job openings?"*

You may also ask this question if you have a job but are searching for a better job or higher wages. Use your connections to root out job openings. Networking is about building upon relationships and forming new relationships, not manipulating people so you may find the perfect job.

JOB Bite #65

Study For Job Tests

Depending on the field of employment, some employers do use testing procedures as part of the interviewing selection process. Types of tests used include:

- ◆Intelligence Tests
- ◆Normal Personality Tests
- ◆Interest Tests
- ◆Typing/Speed Tests
- ◆Skills Tests
- ◆Honesty/Integrity Tests
- ◆Drug Tests
- ◆Computer Tests
- ◆Civil Service Tests
- ◆Physical Tests
- ◆Aptitude Tests

Why do employers tests?

- •Time is money and employers lose both if they hire you and you quit prematurely.
- •Tests are more accurate than biased interviewers.
- •Interviewers often hire based on emotions and first impressions.
- •Interviewers sometimes do not look at job relevant qualifications.
- •Tests reveal information about you that is not revealed in verbal interviews.
- •Employers may want to know your reading and math scores.
- •Timed typing tests will measure your typing skills.
- •Civil service tests will measure knowledge about certain subjects.
- •Before the interview, call and ask if and what type of tests will be given. Research information about the tests at libraries or call a career/vocational counselor.

JOB Bite #66

Computer Bytes

Many high schools, colleges, vocational schools, and career counselors use computer software programs to help people with career planning and job-hunting. These items are scored and interpreted by counselors or job placement specialists. There are some computer software programs available for individual use. Consumers, beware of costly software. One recommended program is the Career Compass from Meridian Education which sells for $89. You will answer 70 questions by ranking low/medium/high preferences. This software produces a six-page career interest profile and ranks 14 occupational job clusters. A data base of over 400 occupations is used as a cross-reference which also describes the type of work in your top three work clusters and major work groups. Call a career counselor for more information about career inventories.

Chapter Nine

How to Keep Your Job & Be Promoted

Job Keepers

JOB Bite #67 Job Soup-Getting Along With Coworkers

JOB Bite #68 Invest in Your Skills Bank

JOB Bite #69 Thou Shall be Flexible

JOB Bite #70 The Promotable Woman

JOB Bite #71 Work Habits Are Habit-forming

JOB Bite #72 Recipe For Job Satisfaction

JOB Bite #73 Conflict-Solvers

JOB Bite #74 Public Speaking Phobia

JOB Bite #75 Dive In To A Car-Pool

JOB Bite #76 When Domestic Violence Goes To Work

Job Security lies inside you and not at the workplace.
Melissa Martin

JOB Bite #67

Job Soup

Getting along with coworkers is imperative if you want to keep your job. One of the top reasons employees are fired is the inability to get along with supervisors, coworkers, and/or customers. Think of your workplace like a big kettle of vegetable soup. Each vegetable is unique with its own flavor, texture, and vitamin content. The workplace is inhabited by people with all types of personalities. Each vegetable (employee) is needed to make tasty soup (productivity). It's interesting to note that we spend more time with our coworkers than we do with our families. Pay attention to the 'company culture'. Respect the differences in others while also staying true to your own value system. Laughter can be a therapeutic anecdote to workplace tension and pressure when the pot of soup boils over. Taste is in the tongue of the beholder!

JOB Bite #68

Invest In Your Skills Bank

- Computers are here to stay. The personal computer revolution has changed the world of work. Computer literacy is not an option-it is a must in today's workplace. Computer skills are tranferable job skills. You take these skills to every job. Try a basic computer class or workshop. Overcome your FEARS. Remember, computers won't "byte"!

- Volunteer work often leads to paid positions and is an excellent way to update job skills. Pick up information about nonprofit organizations at your local Chamber of Commerce.

- Joining clubs is a way to learn about new areas of life. Holding an office will sharpen your skills. Run for the president of a club and learn how to organize, sell your platform and ideas, practice your leadership qualities, set and meet goals and deadlines, etc.

- Offer to teach a class at a vocational school for adult education classes on the area of your talent: cake decorating, crafts, income tax preparation, self-defense for women, etc.

- Sign up for a night class at a community college or take a correspondence course by mail. Check out courses offered through Internet.

Learn more to earn more! Learn more to do more! Learn more to be more!

JOB Bite #69

Thou Shall be Flexible

How do employees respond to change?

- anger
- revenge
- complaining
- calling in sick
- anxiety
- fear
- sabotage
- apathy
- depression
- insecurity

Are you resistant to change at the workplace?
Are you afraid you cannot learn new techniques?
Do you fear failure or getting fired?

Learning to adapt to change is necessary because change is dynamic and consistent. Job stability is a thing of the past and workers must develop an optimistic attitude toward changes in responsibilities, hours, learning new technology, etc. Over the years I've witnessed adults regress to childish behaviors because of change. One employee of 8 years was asked to move to another office to make room for more staff and projects to benefit the customers. She pouted and ignored the supervisor for a whole year. I find that some employees develop a territorial boundary problem after being at the same job for many years. This type of behavior hurts the moral of coworkers and trickles down to customers/clients.

Learn to be flexible! When you go to your favorite restaurant, do you order the same dish or do you take a risk and try a new concoction? How long has it been since you changed your hair style? We all have our comfort zones and the key is to expand these zones.

JOB Bite #70

The Promotable Woman

What is the formula for being a VIP employee? [Very Important Person at Work]

Customer-focused + profit-oriented + work ethics + optimistic attitude=VIP employee
The key to success is to make your boss look good and to do your best to help the company to stay in business.

Document the work you do. When it is time for your yearly evaluation, list your achievements and provide proof to back up your words. Don't be modest about your work performance but don't be an egomaniac either. Ask for feedback on how you can improve and do the work better.

How does the Promotable woman ask for a raise? Be able to list 10 reasons why you have earned a raise. Keep a file on what you do over and beyond your regular job duties. Be specific.
Did you raise productivity or increase profits?
Did you take on more job duties?
Did you volunteer for extra projects?
Was extra responsibility added to your job description?
Did you improve customer satisfaction? How did you achieve this?
How did you benefit the company?

JOB Bite #71

Work Habits Are Habit-Forming

A habit is a behavior that a person does over and over again until it becomes automatic. You brush your teeth every day, drive the same route to work, and stop at the same do-nut shop. Habits can be positive or negative. Practice positive work habits every day until they become automatic behaviors.

- be on time and leave on time
- don't fudge on lunch and breaks
- complete one project before starting another
- keep your desk neat by filing papers immediately instead of putting papers in a pile with a promise
- smile and greet coworkers even if salutations are not reciprocated
- wash hands as often as recommended at your type of employment to avoid germs and illnesses

JOB Bite #72

Recipe For Job Satisfaction

Each woman must examine her own ingredient list. What are your job satisfiers?

responsibilities	fair salary	day or night hours
part-time or full-time	flex-time	low stress
helping others	medical benefits	working close to home
excitement	recognition	promotions
completing projects	retirement benefits	good working conditions
friendly coworkers	respectful supervisors	safe working conditions
challenging work	equality	travel
continuing learning	education/training	learning new technology

Is w-o-r-k a four letter word for you? Find the reason why you don't like to go to work.

personal problems	physical health	depression/anxiety
poor attitude	mismatched to job	conflict with coworkers/supervisor
stress	low pay	alcohol/drug problem
lack of social skills	unable to do job correctly	constant fatigue
lack of self-confidence	unreliable car	daycare problems

Make an appointment with a career/vocational counselor or job placement specialist and look at other options. Don't tell me you don't have time! We make time for the things that are important to us.

JOB Bite #73

Conflict-Solvers

Start with the assumption that problems can be solved and problems have causes. Conflict often results when immediate action is not taken when problems occur. Emotions are stuffed down until an explosion erupts.

➘ Depending on the seriousness of the problem, the first option is to talk with the coworker.
➘Talk one-on-one in private.
➘State the facts about the problem clearly.
➘Acknowledge it is a joint problem and state "We have a problem."
➘Avoid blame, shame, and anger.
➘Ask, "How can we solve this problem?" Listen to your coworker and discuss details of the problem [how, when, where, what, who].
➘Generate alternative solutions and list consequences.
➘List pros and cons of each solution.
➘Agree to try one solution for a period of time.
➘Keep a journal with dates and how you tried to resolve the problem. You will need documentation if the problem is not resolved and a 3rd party [supervisor] is needed.
➘If the problem remains unresolved then follow the chain of command. Go to your designated supervisor and discuss the company's policy for your particular problem. Going over your supervisor's head to the big boss will only aggravate the situation. If the problem continues to remain unresolved then ask your supervisor to bring in another 3rd party.

Tips:
➡Attack problems not people.
➡Discuss behaviors and not personality flaws.
➡Keep problems confidential and do not gossip to other coworkers or supervisors.

JOB Bite #74

Public Speaking Phobia

Top 3 fears of people:
☺ spiders
☺ flying
☺ public speaking

Your fear of public speaking may hinder job promotions. It is possible to overcome this fear. It will not be easy but it will be worth it. Overcoming PSP [Public Speaking Phobia] will take time, determination, practice, and a lot of positive self-talk. You can do it!!!
☺ Take a speech class at a community college where classes are smaller.
☺ Attend seminars/workshops about creating presentations with expertise.
☺ Videotape yourself practicing until you get it right. Do honest critiques and ask a friend to critique you.
☺ Learn proper deep breathing techniques to relieve stress when speaking in public.
☺ Take a look at your fear of failure and looking stupid in front of others.
☺ Confidence comes after each small victory of speaking in public.

JOB Bite #75

Dive Into A Car-Pool

Transportation is a major problem reported by single mothers, high school seniors, displaced homemakers, and welfare moms. There is no quick fix to this problem.

◎Many job placement agencies [Department of Human Services, State Employment Agencies, Temporary Employment Agencies, Community Action, etc.] work with large companies and factories to try to coordinate work shifts so employees can ride together and share gasoline expenses. Call your local employment agencies and inquire about car-pooling.

◎Another solution is to relocate to an area where daycare and employment is within walking distance. Try to find a family friendly company with a daycare center. Find other mothers and car-pool.

◎Hiring a babysitter to supervise children in your home is an option if you live on the busline. Many small rural towns do not have public transportation and car-pooling is an option.

◎Do you own a lemon that is constantly needing repairs?
Many vocational schools with an automotive training program will work on your car at no cost so the students may obtain mechanical experience. Call and inquire. Using the word-of-mouth method is the best way to find an honest mechanic. Look for a church with outreach programs and ask for temporary help for car repairs and car-pool information.

JOB Bite #76

When Domestic Violence Goes To Work

Violence at the workplace can be from a spouse, a boyfriend, a coworker, or an employer.
96% of employed battered women experience problems at work due to abuse from a partner.
Source: National Victim's Center, Employee Liability for Workplace Violence, 1996.

Seek help immediately! You deserve to be safe at the workplace.
Resources: National Domestic Violence Hotline 1-800-537-2238
URL at http://www.uslawbooks.com/books/violence.htm
URL at http://www.igc.apc.org/fund/workplace/

Chapter Ten

Knowledge About the Past Empowers Women for the Future

Female Job Facts

JOB Bite #77 Studies for Working Women

JOB Bite #78 Just the Facts, Ma'am

JOB Bite #79 Chains To Change

JOB Bite #80 The Second Eve

Social science affirms that a woman's place in society marks the level of civilization.

Elizabeth Cady Stanton

JOB Bite # 77

Studies For Working Women

What are the biggest problems at work?

A nationwide poll was conducted and the above question was asked. 30% of the women stated the biggest problem at work was trying to combine work and family.
Source: Women's Voices: A Polling Report, A Joint Report of the Ms. Foundation for Women and Center for Policy Alternatives, p.16.

What problems do you have at work?

The U.S. Department of Labor Women's Bureau used a questionnaire to ask women about workplace problems and 250,000 women responded.

- 60% responded: too much stress
- 55% responded: getting paid what the job is worth
- 36% responded: getting better benefits

Source: A Report to the Nation, Women's Bureau (1994), p.19.

JOB Bite #78

Just The Facts, Ma'am

In 1989:

- 57% of women were in the workplace
- 160,000 women were in the Armed Forces and more than 50 million women were employed in civilian jobs
- more black women were employed compared to white women
- American Indian women were less likely to be employed than women of other races
- Over half of Hispanic women were employed

In 1987:

- more women than men were looking for jobs
- the majority of women were still in traditional low-paying "female" occupations
- most professional women were teachers (below college) or nurses

Source: Statistical Handbook on Women in America, Edited by Cynthia Taeuber, ORYX Press

JOB Bite #79

Chains To Change

1643 Goody Armitage of Massachusetts becomes the first woman innkeeper in the American colonies; she has a license to serve meals "but not to draw wine".

1841 Three Oberlin students become the first women in U.S. to receive university degrees.

1854 The 128 women who work for the U.S. Post Office are the only female employees officially earning equal pay for equal work in the U.S.

1973 Emily Howell becomes the first commercial airline pilot in U.S.

1991 In U.S., 7% of employed women are self-employed.

1992 Women own 28% [or 5.4 million] of U.S. businesses.

Source: Chronology of Women's History, Kirstin Olsen (1994), Greenwood Press.

JOB Bite #80

The Second Eve

From the beginning a woman was employed in the work environment. God employed both Adam and Eve to rule over the garden of Eden by caring for the plants and the animals. Eve, the first working woman, was a gardener and a zoo-keeper before she became a full-time mother and housekeeper. Women in the Bible had careers and jobs just like working women in the twentieth century.

- ✡ Deborah was a judge, prophetess, and inspirational leader.
- ✡Euodias and Phebe were deaconesses.
- ✡Miriam was the first female leader to Israel.
- ✡Esther was a queen.
- ✡Lydia was a successful business woman.
- ✡Pricilla was a skilled tent-maker.
- ✡Dorcas was like our modern day social workers.

Women of today can learn from the stories about the roles of biblical women in their careers and employment. The culture and century in which we live may present barriers to us, but God is the business of removing any stones that block His plan and purpose for our lives as career women. God invites us to sit at the table of employment as well as being keepers of the home.

Why should you use *JOB Soup* for Women?

*80 **JOB** Bites You Can Sink Your Teeth Into*

- ✪ A woman a lot like you wrote it!
- ✪ A full-time career counselor wrote it!
- ✪ It's a short book to fit your busy life!
- ✪ It's packed with proven job-search tips!
- ✪ You'll learn about your personal **JOB** power!

Answer these questions about yourself?

♀*Are you going from the supermarket to the jobmarket?*

♀*Are you going from changing diapers to changing careers?*

♀*Are you trying to fit into the world of work?*

♀*Are you job ready for your dream job?*

♀*Do you know how to package your product [**YOU**]?*

♀*Do you sizzle during job interviews?*

♀*Do you know how to create a job image?*

♀*Do you know how to be promoted?*

Meet the author, Melissa Martin. She went from a stay-at-home-mom to a divorced-mom to a welfare-mom to a college-mom to an employed-career-mom to an author-mom. Along the way, she was a fired-mom, a down-sized mom, and a career-changer-mom. Melissa has a Masters Degree in Mental Health Counseling and is a Licensed Professional Clinical Counselor, Licensed Social Worker and a self-syndicated columnist for 44 newspapers. She is also a wife and mother of a teenage daughter.